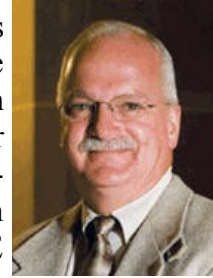


TIME System Newsletter Crime Information Bureau



In 2011 we added electronic sharing of Wisconsin driver photos via the TIME System. According to our annual report to the legislature over 157,000 driver photo requests occurred from July 1, 2011 - June 30th, 2012. At first glance this would appear to be a large number but when you compare it to the approximate 130,000 daily transactions on the TIME System you can see that it actually is a very small percentage of overall TIME System transactions. If you have a success story related to a driver photo you received through the TIME System please share it with me.



This is a reminder to agencies with interfaces to the TIME System (approximately 150 agencies) of the NCIC 2000 requirement deadlines set by the TIME Advisory Committee. Effective January 1, 2013, all existing interfaces performing entry **and** query transactions must use NCIC 2000 compliant transactions. If this change impacts your agency please pass this information on to the appropriate personnel so they can begin work on this transition. Effective January 1, 2015, all existing interfaces performing query only transactions must use NCIC 2000 compliant transactions. If your technical staff has questions have them contact Chris Kalina at kalinaca@doj.state.wi.us.

Previous newsletters introduced you to N-DEx (National Data Exchange). N-DEx is a criminal justice information sharing system implemented by the FBI CJIS (Criminal Justice Information Services) Division. N-DEx provides tools for law enforcement to search, link, analyze and share criminal justice informa-

tion such as incident/case report and arrest data, booking and incarceration data, and probation/parole data on a national basis. N-DEx access in Wisconsin is currently through CJIS' Law Enforcement Online (LEO) application. To obtain LEO access you must complete an application available at www.leo.gov. The N-DEx application requires the requestor sign the application agreeing to the conditions of access along with a signature from agency supervisory staff to acknowledge they approve of your access to N-DEx. CJIS has stepped up the N-DEx initiative and may be contacting you to participate in the near future. CIB, in accordance with CJIS policies, will be auditing all agencies that have N-DEx access in addition to the current TIME System audit.

The 2013 CIB Conference is Sept 19th – 21st at the Radisson Hotel & Conference Center in Green Bay. This has become a popular event providing an opportunity for you to hear new information and us to hear your ideas as well. I look forward to seeing all of you again this year. Please feel free to contact me or any of the CIB staff to discuss your thoughts on how we can continue to improve.

WALT NEVERMAN
Director CIB

INSIDE THIS ISSUE:

Security Awareness	2
Timely Entry	2
CCW & Hit Confirm	3
License Plate Entry	4
Expired Certification	4
Ignition Interlock	5
State Wanted Query	5
Warrant Service	6
For. Sex Offender	6
HS Articles	8
Bulk Shredding	8
Visitors	9
Agency Agreements	9
Encryption	10
POIF Deadlines	11
Applicants Stored	12
Validation	12
CCW Permits	13
New NCIC Codes	14

Security Awareness Training – They All Need It



Has everyone in your department completed security awareness training? FBI CJIS Security Policy requires that all personnel who have access to criminal justice information must complete security awareness training. Personnel who complete TIME System certification at the eTIME, MDC, Basic or Advanced level receive security awareness training as part of their certification. But what about everyone else? Security awareness training is not just required for those who actually operate and access the system, it is required for anyone at your agency who has access to criminal justice information. So that detective that reviews TIME System printouts as part of his case investigation must complete security awareness training. The secretary who handles case files containing printouts must be trained too. And what about the janitor who has unescorted access to areas where printouts may be stored, or left lying out on desks? They too must complete security awareness training.

Security awareness training can be completed online on CIB's TRAIN website, but the training is also available on paper. Two versions of the Security Awareness Training Handout are available on CIB's website, http://www.doj.state.wi.us/dles/cib/forms/training_forms.asp. The limited version is for personnel who have unescorted access to your agency's secure area, while the full version is for those who will be using/handling TIME/NCIC information. If your agency chooses to use the paper version of security awareness training, a copy of each person's signed Security Awareness Certification Statement should be kept on file at the department as proof the training has been completed.

Timely Entry Report

Earlier this year CIB once again distributed the NCIC Timely Entry report to agencies. This NCIC report compares the Date of Warrant (DOW) and the Date of Entry (DOE) Fields for each wanted person record entered into NCIC.



NCIC believes that making agencies aware of their own statistics in this area may assist in more timely entries of wanted person records in the future. To ensure maximum system effectiveness, NCIC policy states that records must be entered immediately when the conditions for entry are met, not to exceed three days upon receipt by the entering agency.

This report compares Date of Warrant to Date of Entry only, and *your agency may very well be in compliance*. But why stop there? **Share the information.**

Agencies have reported to CIB that they routinely meet the goal of entering all warrants they receive within 72 hours, and are disappointed in the fact that this report is not distributed to their local clerk of courts and/or district attorney's office, as some of the delay reflected in this report may be due to court or other delays in forwarding the warrant information to law enforcement for entry. Agencies are encouraged to share this report with the appropriate district attorney's office and/or clerk of court personnel to begin a dialogue about the timely entry of warrants.

*****CIB Conference—Sept. 19-21, 2012—Green Bay, WI*****

Radisson Hotel & Conference Center—Sign up today!

CCW, Gun Purchases, and Hit Confirmation



With the recent implementation of Wisconsin's concealed carry law, there has been a significant increase in the number of TIME System searches relating to firearms. With this increase in searches, the chances a search results in a match for a wanted person or a protection order record also increases. Requests for hit confirmation also increase, and recent incidents reported to CIB indicate a need for a review of how hit confirmation is used for firearms searches.

If the CIB Firearms Unit conducts a firearms search (whether for a handgun purchase or a concealed carry permit) and the search results in a match to a wanted person record, protection order record, etc. they will send a hit confirmation request to the entering agency *even though the subject is not in custody*. The hit confirmation request will state the following:

"An individual descriptively matching this warrant is currently the subject of a firearms eligibility check and provided the following address: 123 Applicant Street, Anywhere, WI 12345. The subject is not in custody. Please advise if the warrant is a valid warrant. If yes, is this an arrestable misdemeanor or felony offense?"

If an agency receives such a hit confirmation request, they should respond to the request within the stated time limit affirming whether the record is valid or not. Why do hit confirmation? A valid wanted person record or protection order with a firearms restriction can be the basis for denying a subject a concealed carry permit or gun purchase. This use of hit confirmation is allowed and required under CJIS/TIME System policy, so all agencies should be aware they may receive such hit confirmation requests.

TIME System Rates for 2013



To assist you in budgeting for TIME System fees for next year, published below are the TIME System rates for 2013. The TIME System Advisory Committee voted on April 11th, 2012 for no change in the rates for 2013:

System Access Fees	Current	Effective January 1, 2013
Full Service & MDT Access	\$50/month	no change
eTIME Access Only (Traditional *)	\$50/month	no change
eTIME Access Only (Non-Traditional)	\$100/month	no change
Non-Traditional	\$100/month	no change
Department of Corrections	\$6,000/month	no change
District Attorneys	\$6,000/month	no change
Note: Agencies with multiple access levels are billed at the highest System Access fee applicable.		
System Support		
Per Certified Officer	\$3.50/month	no change
Minimum Officer Annual Billing	\$168/year	no change

BadgerNet

Per TIME Circuit	\$620/month	no change
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*Traditional agencies are those that also pay the per officer System Support fee i.e. Police and Sheriff Departments. Should you have specific questions about costs and fees applicable to your agency, please do not hesitate to contact Chris Kalina, TIME System Operations Coordinator, at 608-266-7394.

Refresher on License Plate Entry



License plates known or believed to be stolen or that may have fallen off a vehicle and are considered missing can be entered in CIB/NCIC files. If the complainant intends to apply for duplicate registration instead of new registration, the plate(s) cannot be entered. If only one plate is reported stolen or missing, it cannot be entered unless the remaining plate is destroyed or not used. The entering agency must document what is done with the remaining plate. Stolen/missing license plates remain on the database for four years plus the remainder of the year of entry.

There are four fields associated with the license plate: license plate number, state of registration, expiration year, and license plate type. It is important to enter the correct license plate type, as there are two different code tables associated with this field: Query codes and Entry codes. The license plate type code used to query a vehicle registration may not be the same type code used to enter the stolen plate. For example: a sesquicentennial license plate is queried with the license plate type code of “CV” but must be entered with the license plate type code of “CM”. A complete list of license plate type codes for query and entry appears in many TIME System training handouts.

For snowmobile and all terrain vehicle (ATV) entries, the *decal* number is entered as a license plate. Snowmobile and ATV *registration* numbers are not displayed on the vehicle.

When entering U.S. government license plates as stolen the state of registration should be entered as “US”, the expiration date as “NX” (non-expiring) and plate type as “US”.

If an agency receives a report with a license plate number of “UNK”, “UNKN” or “UNKNOWN” the agency must contact NCIC CJIS for entry. CJIS can be contacted via an administrative message to ORI DCFBIWA09 or via e-mail to acjis@leo.gov. These unknown license plate numbers cannot be entered into the CIB database.



Expired TIME Certification

tification date.

Agencies are reminded that all personnel using the TIME System at any level (eTIME, MDC, Basic, Advanced) are required to attend TIME System certification training within six months of gaining access. Personnel are then required to be recertified every two years, on or before the anniversary of their original cer-

What about agency personnel that have an expired certification status? Perhaps a previous user has allowed their TIME System certification to expire due to a change in job duties, military leave, etc. Rather than require the user to repeat original certification training, expired TIME System users may complete recertification training instead. If successful in recertification, no additional training is needed.

Access to the TIME System should be limited to certified operators. New operators within the **initial** six month grace period may access the system under the supervision of a certified user if approved by your agency.

Tire Treads

The FBI laboratory conducts tire tread searches to identify the brand name or manufacturer of tires based on the design in tire impressions left at crime scenes.

Agencies submitting tire tread evidence to the FBI laboratory can do so either by trackable mail or digitally. Submissions must be accompanied by a letter prepared on your department's official letterhead. Digital submissions may be sent to tiretreadsearch@ic.fbi.gov. Digital submissions have a 5 MB maximum limit. Trackable mail should be addressed to: FBI Laboratory, Evidence Control Unit, 2501 Investigation Parkway, Quantico, VA 22135.



Please make all investigative and forensic personnel in your agency aware of this information. For questions regarding tire tread searches, please contact a representative in the Questioned Documents Unit at 703-632-8444.

IID & DOT

Recently a user contacted CIB with a question about a Wisconsin driver's license record that displayed some potentially confusing information regarding an ignition interlock device (IID). The notation in question was this:



NOTATION: 01/03/2012-12/31/3999 IGNITION INTERLOCK DEVICE RESTR REQUIRED

The user questioned the invalid date of 12/31/3999. DOT provided the following explanation:

The date 12/31/3999 notation means that DOT has received an order for an IID from the court, however no IID restriction has been added to the driver's license. The notation serves as a place holder to DOT to ensure the IID order is placed on the next valid driver's license product the customer is issued. The IID order from the court is not in effect until there is a valid status on either an occupational or regular license and the restriction is added to the driver's license. When the restriction has been added to the product the second date that appears in the notation will be a valid, realistic date. The IID restriction will also be listed in the 'Restrictions' section of the driver's license record.



In-State Only Warrants

As announced in a previous newsletter, a query is available to TIME System users. The State Wanted Query (SWQ) form is located on the Portal 100 menu in the 'Warrant/wanted Persons' section in the 'Query Person Status Only' file. The form is titled 1472 Query O/S Wanted Person Status.

Use of this transaction allows agencies to query another state's in-state warrant files (that state's equivalent to CIB files) to check a person's wanted status. Not every state has programmed this transaction, please check the NLETS help files for a list of participating states.



Warrant Service

CIB staff routinely field questions about warrant service. A common question is “When is a warrant considered served?” CIB staff cannot give legal advice or opinions. However, state law does provide a clear answer to this question. Wis. Stat. § 968.04(4)(b) specifically states that “A warrant is served by arresting the defendant and informing the defendant as soon as practicable of the nature of the crime with which the defendant is charged.”

Therefore 2 conditions must be met for a warrant to be considered served:

- 1) The subject must have been arrested
- 2) The subject must have been informed of the warrant and what the warrant is for

Both criteria must be met for the warrant to be considered served.

Why is the answer to this question so important? Once a warrant has been served, it is no longer a valid warrant and as such should not be listed on the TIME System. So ask yourself: have both conditions been met? If yes, the warrant has been served, is no longer valid and must be removed from the system. If not, the warrant is still valid.



Foreign Sex Offenders

TIME system users should be aware that they may now receive responses from the National Sex Offender Registry File for foreign sex offenders. The US National Central Bureau enters these records on behalf of INTERPOL. Such records are only entered for individuals with sex offense convictions for whom an INTERPOL Green Notice has been issued. Green notices are issued to warn about a person's criminal activities if that person is considered to be a possible threat to public safety, and to provide criminal intelligence about persons who have committed criminal offenses and are likely to repeat these crimes in other countries.

Records for foreign sex offenders will contain the following caveat:

REPEAT – DO NOT DETAIN BASED UPON NCIC RECORD WITH NIC/X123456789. FOREIGN SEX OFFENDER _ IMMEDIATELY CONTACT INTERPOL, US DOJ, AT NLETS ORI/DCINTER00, OR TEL. NO. (202) 616-9000.

Related Records

Have you ever run a query on the TIME System and received an NCIC response that included related records? How exactly does NCIC determine a record is ‘related’? The NCIC System links records when 1) the ORI and agency case number matches that of the primary hit response and the dates of entry for the records are within 30 days of each other and/or 2) the linking agency ORI and linking agency case number are the same as the ORI and agency case number in the primary hit response.



DOT Online Services



Just a reminder that TIME System access to Department of Transportation (DOT) information is for law enforcement purposes only. If the public needs DOT information, you may wish to alert them to the following DOT services which are available online.

- Change your residence address - update your primary residence address for your driver license and any vehicles titled/leased to you, including license plates.
- Request your own driver record online.
- Request your own vehicle record online.
- Request incidents that prevent you from obtaining a DMV product - Find out if you have any restrictions against your record that would prevent you from obtaining a vehicle product.
- Apply for a duplicate driver license/identification card.
- Check eligibility and reinstate your driving privilege - If your driver license is suspended, revoked, disqualified or cancelled, find out if you are eligible to reinstate or learn what you need to do to become eligible for reinstatement. If you are eligible you may be able to complete reinstatement of your driving privilege online.
- Driver license status check - Find out if your driver license is valid, suspended, revoked or disqualified.
- Financial responsibility - Find out how long you need to file proof of insurance and if you currently have acceptable proof of insurance filed.
- Occupational license eligibility - If your driver license has been revoked or suspended, find out if you are eligible for an occupational license.
- Schedule a road test.
- License plate look up - Find out when your plate expires; get the RRN number so you can renew your plates online; check to see if an emissions (IM) test is required for the vehicle; find out if your plate is suspended or valid.
- Lien look up - Find out if your lienholder has electronically removed their lien from DOT records for your vehicle.
- Personalized plate look up - Find out if your choice for a personalized license plate is available.
- Renew your license plate.
- Where's my title? - Find out if your title has been processed recently.

Footwear



The FBI laboratory maintains a footwear database that contains images of shoe sole designs. This database is used to identify the brand name or manufacturer of shoes based on the design in shoe impressions left at crime scenes.

Agencies submitting footwear evidence to the FBI laboratory can do so either by trackable mail or digitally. Submissions must be accompanied by a letter prepared on your department's official letterhead. Digital submissions may be sent to shoeprintsearch@ic.fbi.gov. Trackable mail should be addressed to: FBI Laboratory, Evidence Control Unit, 2501 Investigation Parkway, Quantico, VA 22135.

Please make all investigative and forensic personnel in your agency aware of this information. For questions regarding footwear searches, please contact a representative in the Questioned Documents Unit at 703-632-8444.



Homeland Security Articles

NCIC has created new Article Type codes for lost or stolen public safety, homeland security and critical infrastructure equipment. The new type codes begin with a 'Z'. An article record using a 'Z' type code will be retained in NCIC until it is cancelled, and will be subject to validation. For inquiries, article file records with a 'Z' type code will be searched against any article type code queried.

The 'Z' type codes have already been added to the Portal 100 software. Due to the large number of codes, a list of the new codes will not be included in the TIME System newsletter. Agencies needing a list of the new 'Z' type codes for their interface software can contact CIB staff to obtain one.

Bulk Shredding

CJIS Security Policy requires TIME and/or NCIC information be securely disposed of. Whether the information is in a physical form (printout) or an electronic form (hard drive, flash drive, etc.) the information must be disposed of in such a way that unauthorized people cannot retrieve it. For most agencies, this means ensuring printouts are shredded, either by the user on site or printouts are collected and picked up by an outside company for bulk shredding.



The use of bulk shredding companies is allowed under TIME/NCIC policy, *but only if the subjects actually performing the shredding have been subject to a fingerprint based background check and completed the required security awareness training.* If this has not been done, shredding company staff must be monitored/observed during the shredding by an authorized user from your agency.



Bank Robbery Notes

The FBI laboratory maintains a bank robbery note database. The database contains images of submitted demand notes. The database is used to associate bank robbery demand notes of similar wording left at crime scenes.

Agencies submitting bank robbery note evidence to the FBI laboratory can do so either by trackable mail or digitally. Submissions must be accompanied by a letter prepared on your department's official letterhead. The letter should contain any pertinent information about the case, including the suspect(s), victim(s), date of offense and your department's case number.

Digital submissions may be sent to bankrobberysearch@ic.fbi.gov. Digital submissions have a 5 MB maximum limit. Trackable mail should be addressed to: FBI Laboratory, Evidence Control Unit, 2501 Investigation Parkway, Quantico, VA 22135.

Please make all investigative and forensic personnel in your agency aware of this information. For questions regarding bank robbery note searches, please contact a representative in the Questioned Documents Unit at 703-632-8444.



What is a Visitor? and Other Issues

Many agencies are working to implement the new CJIS Security Policy requirements for 2012. Visitor logging is one of these requirements. Visitors must also be escorted at all times. Many agencies are asking CIB “Who counts as a visitor under this policy?” A visitor is someone who:

- Is entering your physically secure location *and*
- Has not been subject to the required fingerprint based background check *and*
- Has not completed the required security awareness training.

So visitors may include the spouse that came to eat lunch with an officer or the Boy Scout troop taking a tour of the police department. The citizen who came in to give a witness statement or the officer/state trooper that stopped in to use your vending machines and relax in your squad room.

Wait a minute – even the officer or state trooper is a visitor? They could be. *You cannot just assume that because they are in uniform that they are authorized to have access to your physically secure area.* Before allowing unescorted access, you must verify with their agency that the officer or trooper has had the required fingerprint based background check and security awareness training.

If your agency has regular law enforcement visitors from other agencies, you can add them to your list of authorized personnel (after, of course, verifying with their agency that they have completed the fingerprinting and security awareness training). Remember to retain documentation of how you verified their status with their employing agency – a letter from the employing agency works well, but such a letter must list the individual names of authorized personnel, not just a blanket statement that all department personnel are authorized. Your agency’s list of authorized users must be maintained and used to verify authorization before granting access to your secure area.

In addition, visitors must be escorted. Agencies should be aware that escorted means just that – physically escorted at all times. The use of a camera system to monitor a visitor to a physically secure location *does not* constitute an escort. According to the FBI, while a camera can serve as a great monitoring and detecting tool, it cannot offer the same deterrent and preventative assurance that the physical presence of an escort can provide.

Agency Agreements



Agencies that provide TIME System service to other authorized agencies/users are required to have in place an agreement signed by both agencies outlining the responsibilities of each. CIB has provided a suggested sample of such an agreement on our website http://www.doj.state.wi.us/dles/cib/forms/time_forms.asp.

Recently an agency contacted CIB with questions on what their rights were in a situation where the agency providing TIME System service questioned whether or not the agency receiving the service/information from them was following all the rules. CIB’s advice was simple: consult your agency agreement. Agency agreements typically include requirements that agencies comply with TIME/CJIS System policies, and also typically include language outlining the conditions under which the agreement can be terminated. Agencies may wish to review their agreements to familiarize themselves with their rights and responsibilities under the agreement.

Deadlines



Recent questions CIB has received indicate it may be time to review the statutory requirements for entry of protection orders/injunctions into the TIME System.

Laws dealing with protection orders/injunctions can be found in section 813 of the Wisconsin state statutes. The laws are specific about the duties of both the clerk of court and the law enforcement agency, and state statutes also set deadlines for each of those entities to perform their duties.

- When an order is issued, the clerk of court has *one business day* to forward a copy of the order to the sheriff's department.
- The sheriff's department then has *24 hours* to enter the order into the TIME System.

The statute does not differentiate between temporary protection orders or the more permanent injunctions. The 24 hour deadline applies to each type.

Temporary restraining orders can be especially problematic for agencies. The information on a temporary restraining order typically is provided by the petitioner, and may not always be complete or accurate, or may identify a subject by a nickname rather than a legal name, etc. Even in situations such as these, the 24 hour entry deadline applies and the order must be entered. If your agency feels the name, birthdate or other information on the order is incorrect (based on information found in your in-house files, Department of Transportation files, etc.), contact should be made with the clerk of court advising them of the possible error, but entry of the order still must be made.

In fact, CIB recognizes this situation may occur with some frequency due to the source of the initial information, and CIB training materials provide guidance in this area:

- When the last, first or middle name spelling listed on the temporary restraining order and related entry varies from the last, first or middle name now listed on the newly issued injunction, the name listed on the injunction may be entered as an alias. The agency must then maintain the supportive documentation (temporary restraining order) which supports both names.
- When the middle name or initial is known but does not appear on the face of the warrant, temporary restraining order, injunction, identity theft report, missing person report and gang member documentation it may be included in the original entry.



Another Place for Encryption

Agencies may want to review their network drawing depicting their connections to the TIME and NCIC systems. CJIS Security Policy requires criminal justice information be encrypted at vulnerable points, including:

- When criminal justice information is transmitted outside the boundary of the physically secure location.
- When criminal justice information is at rest (i.e stored electronically) outside the boundary of the physically secure location.
- When your agency uses wireless, Internet, dial-up, cellular or any other non-hardwired method to transfer criminal justice information between a remote location/device and your network.

- When your agency uses a telecommunication infrastructure consisting of network components that are not owned, operated and managed solely by your criminal justice agency.
- When your agency uses a telecommunication infrastructure that is shared by criminal justice and non-criminal justice users.

Many agencies have already taken the needed steps to encrypt their wireless and shared/non-owned network components, but may have overlooked the need for encryption when criminal justice information is transmitted outside the boundary of the physically secure location. For example, many agencies have network components connecting the sheriff's department building with a courthouse building located nearby. If TIME/NCIC data travels over this connection, even if the line is owned/under control of the law enforcement agency, the information must still be encrypted. Whatever encryption product or module is used, it must be FIPS 140-2 compliant. If you have questions regarding the encryption requirements of the CJIS Security Policy please contact TIME System Operations Coordinator Chris Kalina at 608-266-7394 or via email at kalinaca@doj.state.wi.us.

ORI, ORI Which ORI?

There continues to be confusion over what ORIs are to be used in the booking and arresting agency ORI fields. Use the following guidelines to determine which agency ORI should be in each field. Booking Agency ORI - This field should contain the ORI of the agency performing the fingerprint capture, which is the agency with the capture device. If a sheriff's department is booking a police department prisoner, the sheriff's department is the booking agency. The ORI for the sheriff's department should be contained in this field. In most situations this ORI should never change from the default ORI set up by the live scan vendor. DOJ should not receive live scan submissions indicating a non-live scan agency as the booking agency.



Arresting Agency ORI - This field is for the ORI of the agency making or taking credit for the arrest of the subject of the booking. Again if the sheriff's department is handling the booking for the police department or state patrol, the ORI for the police department or state patrol should be in the arresting agency field. If the sheriff's department is booking their own prisoner, then the ORI for the sheriff's department belongs in the field.

Note: The arresting agency must always be a law enforcement agency. The arresting agency ORI should never be that of a court, prosecutor or probation office.

Controlling Agency ORI - This must be the ORI for the owner of the live scan capture device. This ORI should never be changed and need not be visible to the operator.

User Accounts

Reminder: Beginning in 2012 (this year!) CJIS Security Policy requires agencies to validate information system accounts at least annually and document this validation. What does this mean? At least once a year agencies must review their list of TIME System users/logins and verify the list is an accurate representation of their agency users. Those no longer using the system should have their accounts deactivated.



CIB recommends that your agency establish a policy for this validation process and document it's completion each year.



Applicant Cards Now Stored

An upgrade to the Automated Fingerprint Identification System (AFIS) has resulted in additional fingerprint information being stored. Beginning in 2010, law enforcement applicant fingerprints submitted for a background check are stored in AFIS.

With this change, it is now possible for users of 2 Finger Identification devices to receive notification of a match to an applicant fingerprint submission instead of a criminal fingerprint submission.

What is 2 finger ID? 2 Finger ID is a search of the Wisconsin AFIS using only fingers, normally the left and right index fingers. This type of search can be conducted using one of multiple devices (FastID, RapID, DigiScan, etc.) capable of capturing and minutia mapping of the fingers to be searched. These devices may be hard-wired, fixed devices or mobile devices connecting using wireless or cellular technology. Depending on the type of device used, responses may be limited to either a *NO RECORD* or a *RECORD* response containing the state identification (SID) number and name.

If a match is made to an applicant fingerprint submission, a response will be returned to the device containing a SID number, name and date of birth associated with the submission. Applicant SID numbers start with the letter 'A' (as opposed to criminal SID numbers which start with the state abbreviation 'WI'). If an agency receives an applicant match and wants further information, they must contact CIB requesting a manual search/follow-up (Portal 100 form 0815). Applicant SID numbers cannot be queried using the TIME System.

Validation: What is Proper Action?

To complete validation, an agency must place a check mark next to each record on your validation list, indicating that you have checked the record and taken proper action. Proper action may mean:

- updating the record with new information.
- cancelling the record if is no longer needed.
- or no action at all may be needed.

The check mark does not indicate the record is a valid, current record, but simply indicates that you have reviewed the record and taken any needed action. *Every record* listed must be checked off as having been validated. If an agency cancels a record from the validation list, they must still mark it as having been validated or their validation will be considered incomplete.

In recent months, a couple of disturbing trends have emerged regarding validation. First, numerous agencies have failed to certify that their records have been validated, despite numerous warning messages and phone calls. Reminder messages are only sent to agencies whose certification is *still outstanding*, so if your agency receives a reminder message it means CIB has not received your certification.

Second, some agencies are purposely leaving records that should be cancelled unchecked, knowing CIB will purge the unvalidated records. This is a dangerous practice, potentially exposing the agency to serious liability risk.

As stated in TIME System policy and training materials, if your agency determines that a record is no longer valid, the record must be cancelled immediately. If the record is left in the system even though invalid, the agency runs the risk of a subject being falsely arrested, property being wrongly confiscated, etc.

The TIME System is a central repository for information submitted by its contributors, who are responsible for the information entered, updated and cancelled. Each agency is solely responsible for the information contained therein. Please ensure that validation of your agency's records follows TIME System procedures and requirements.



CCW – Which Permits are Recognized?

CIB continues to receive questions regarding what CCW permits are accepted in Wisconsin. **A Wisconsin resident must have a Wisconsin concealed carry license in order to carry in Wisconsin, even if that individual holds a valid concealed carry license from another state.**

The key to whether a permit is recognized for use in Wisconsin is whether the state that issued the license requires, or designates that the holder chose to submit to, a background search that is comparable to the type of background check that DOJ is required to conduct for Wisconsin. The Wisconsin background check includes two components:

- a criminal history record search
- a search of the National Instant Criminal background check System (NICS) operated by the FBI

State law requires DOJ to establish a list of states that issue a license to carry a concealed weapon and meet the stated background check conditions. Any person who is at least 21 years of age, who is not a Wisconsin resident, and who holds a valid concealed carry license issued by any of the states on DOJ's list will be recognized in Wisconsin as an out-of-state licensee. A copy of this list is available on the DOJ website, and law enforcement is encouraged to check the website regularly for updates to the list. The following list from the website is current as of 6/11/12:

Arizona
Arkansas
California
Colorado
Connecticut
Georgia
Hawaii
Idaho
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maryland
Michigan
Minnesota

Montana
Nebraska
New Mexico
New York
North Carolina
North Dakota
Pennsylvania
Tennessee
Texas
Utah
Virginia (**Non-Resident Only**)
Washington
West Virginia (**issued after 6-8-12**)
Wyoming
Puerto Rico
U.S. Virgin Islands

NCIC & CIB Code Updates

New Article Type Codes

RAUDIOE Audio equipment
DFINGSC Fingerprint scanner
DTABLET Tablet computer

New Boat Make Codes

CBW Crane Boat Works
GDZ Design Concepts
XEE Intex Recreation Corp.
BKA Koffler Boats, Inc.
PCJ Place Craft by Hamilton, Inc.
SDJ Sailing Dakota, Inc.

Corrected Gun Make Codes

ZAS Zastaza

New Gun Make Codes

AOP AO Precision Mfg.
AZY Arizona Armory, LLC
BDO Badger Ordnance, LLC
BCW BCW Mfg.
BKR Black Rain Ordnance, Inc
BML BMG, LLC
BML Bend Manufacturing Group
CNK Canik 55
CNT Centurian tactical, LLC
CSE CMS Engine Service
CCW CNC Warrior, LLC
DKT Dakota Tactical
DVN Devon Armory, LLC
EEI Excell Enterprises, Inc.
GWK Gunwerks, LLC
IDM Indumil
JJA J&J Armory
JDM JD Machine Tech, Inc.

JPS JPS Mfg., LLC
KLD Karl Lippard Designs
KNH Knight & Hale
LWF Lone Wolf R&D, LLC
MXS Maximus Arms, LLC
MMT Mitchell Machine Tool, LLC
MMI Moore's Machine Co., Inc.
NMA Nemesis Arms, Inc.
PKY Parkemy/Armas Parkemy, S.L.
PTA Patriot Defense Arms, LLC
PCY Pickler Comprehensive Security
PTD Pistol Dynamics
PCF Plum Crazy Firearms
PWS Primary Weapon Systems
QTD Quentin Defense
RRS Red River Tactical Supply
RFG R Famage
RFG Rafamando Factory
RFG Reformda Factory of War
SBD SBL Industries
SSI SSK Industries
SBT Saber Tactical
SUA Suppressed Armament Systems
SRP Surplus Ammo and Arms, LLC
TWS Tactical Weapons Solutions co.
TCF Templar Custom Firearms
RSI The Rifle Specialist, Inc.
TDF Thureon Defense, LLC
TTS Timberwolf Tactical Solutions
TTS Timberwolf Defense
UMA Umlaut Industries, LLC
VOC Vintage Ordnance Co.
VOC Voco
VEK Voltran AV Silahari, Ltd.
YMI Youn Mfg., Inc.

New Personal Descriptors/SMT Codes

PRCD CHIN Pierced chin
PRCD FACE Pierced face, nonspecific

New Vehicle Make Codes

Automobiles

AACC American Austin car Company
AVRA Avera Motors, Inc.
AZUR Azure Dynamics
BLOT Ballot
BIRK Birkin Cars (Pty), Ltd.
BOYL Boylon Sales, Inc.
BCKMBuckmobile Co.
CHRE Chery Automobile Co., Ltd.
CODA Coda Automotice, Inc.
CTTU CT&T America, Inc.
GRET GreenTech Automotive, Inc.
JMAR Jomar
MCLA McLaren Automotive
THNK Think North America, Inc.
TRTE Tr-Tec (PTY), Ltd.
VALE Vale Motor Company
VHPG Vehicle Production Group, LLC

Construction Equipment

BAGL Bag Lady, Inc.
BAGL Megga Baggers
CNVY Convey-All Industries, Inc.
DYNV Dyna-Vac Equipment, Inc.
DYNV Jet-N-Vac
EPOK Epoke North America, Inc.
MCSK McCloskey International
TADO Tadano America Corp.

Farm & Garden Equipment

BMW Bad Boy, Inc.
CNVY Convey-All Industries

EPOK Epoke North America, Inc.
EZTL E-Z Trail, Inc.
HAYB Haybuster Agricultural Equip.
WYLS Wylie Mfg.
WYLS Wylie & Son., Inc.

Motorcycles

ASMO AS Motors
BMW Bad boy, Inc.
BRDV Breedlove Motor Works, Inc.
BRDV VX Unlimited, Inc.
CCPI Carolina Custom Products, Inc.
CHLM Changshu Light Motorcycle Factory
CITC Cit E Cars
CUMW custom Motorcycle works, inc.
DBCP D&B Cycle Parts & Accessories
DETB Detroit Brothers, LLC
DONF Dongfang Lingyun Vehicle Mode Co., Ltd.
DONF Ningbo Dongfang Lingyun Vehicle Mode Co., Ltd.
DRRT ADD ATVs
DRRT Access Notor Co., Ltd,
DTPM DTP Muscle, LLC
EASV Easy Vehicle Co., Ltd.
EASV Zhejiang Jiangmen Giantco Motorcycle Co., Ltd.
GRND Grandeur Cycles, Inc.
INSC Insane Custom Cycle
JCEB Jimmy Catawba E Bikes
JCEB Erie Shove Marketing
KEEN Keen Perception Industries, Inc.
LGBO Longbo
LGBO Chuanl Motorcycle Mfg., Ltd
MBKI MBK Industries
TMTO 2 Moto, Inc.
PJRD Paul Jr. Designs, LLC
PRPC Purple Chopper, LLC

RHON Rhon Motorcycle Co., Ltd.	CFLT Central Florida Trailer Sales, inc.
RHON Qingqi Grp. Ningbo Rhon Motorcycle Co., Ltd.	CENH Central Hitch & Equip., Inc.
ROXN Roxon	CNTI Century Industries, Inc.
ROXN Officina Italiana S.R.L.	CLTM Classic Trailers
SCPR Scorpion Motorsports, Inc.	CNVY Convey-All Industries, Inc.
SHIW Shiwei Vehicle Co., Ltd.	CUTM Custom ATV & Trailer Mfg.
SHIW Jinhua Shiwei Vehicle Co., Ltd.	DSGN Design Concepts, Inc.
SICC S.I.C. Choppers	DETC De Tect, Inc.
SICC Style in Custom Choppers	DIAQ Diamond Quality Trailers
SSTK SS Trike, LLC	DCKS Dickson Industries, Inc.
USCH USA Choppers, LLC	DYNV Dyna-Vac Equipment, Inc.
XMOT Xmos co., Ltd.	DYNV Jet-N-Vac
XMOT Zhejiang Xmos Co., Ltd.	ECHO Echo Mfg., LLC
XTMD Xtreme Motorcycle Design, Inc.	ECHT Echo Trailers, LLC
	EZZN Eezzzz-On, Inc.
	ELTS Elliott Trailer Sales
	EXRV Extreme RVs, LLC
	EXTL E-Z Trail, Inc.
	FABW Fabweld, Inc.
	FWST Fair-west Trailers
	FTCA FTCA, Inc.
	GNRE General Rich Enterprises
	GRVL Gravely Auto & Trailer Service
	GRTL GR Trailer, LLC
	HLEI HL Enterprise, Inc.
	HOHT Hoosier Horse Trailers, LLC
	HSUM Hot Summer Industries
	HYDF Hydra-Fab Mfg.
	IMAG Imago
	ITMI Indiana Tool and Machine, Inc.
	ITDI Innovative Trailer design Industries
	ITTI In Tech Trailers, Inc.
	IRNH Ironhorse Trailers, Inc.
	LUCK James L Lucky Enterprises
	JDSI JDS Industries, inc.
	JECK Jeck Industries
	JRWT JRW Trailers, Inc.
<u>Trailers</u>	
AECD A&E Custom Design Trailers	
ABCP ABC Powder Coating	
ABTS About Sales, Inc.	
ADVT advance Trailer Mfg.	
ATCM Alltech Communications, LLC	
ASTC American Sport Trailer, LLC	
AMSU American Surplus & Mfg., Inc.	
AMWS American Welding Service, Inc.	
AUTE Automatic Equipment Mfg.	
BHWS BH Workman & Sons, inc.	
BHWS Workman and Sons, Inc.	
BQGR BQ Grills	
BAGL Bag Lady, Inc.	
BAGL Megga Baggers	
BCKC Beck Corporation	
BLKT Blackstone Trailer Company LP	
BGVW Bridgeview Mfg, LLC	
BLKS Bulk Solutions, LLC	
CLHM Calhome, inc.	
CCAL Cen-Cal Trailer	

JRWT Walton and Byson
KARC Karcher North America
KARC KNA
KDEE K-Dee Supply, Inc.
KDEE K-Dee Launcher
KLLY Kelly Enterprises, Inc.
KNAP Knapheide Truck Equipment Company
Southwest
LSTS L and S Trailer & Supply, LLC
LIBB Libby corporation
MFBS Maintenance & Fabrications services
MTRX Matrix Mfg. Co.
MAXM Maxum Trailers
MCTM MC Trailer Mfg.
MATM Mid-Atlantic Trailer Mfg., Inc.
MDOW Meadow Creek welding, LLC
MBSI Mobile Specialties, Inc.
MUTG Mustang Trailers
NNRQ N&N Remorque, Inc.
NNRQ N&N Elite
NEOC Neo Classic Mfg., LLC
NSTR Nor'Easter
OMAS Omaha Tank and Equipment, Inc.
OQWK Oquawka Boats & Fabrications,
Ltd.
PCCW Pacific Coachworks, Inc.
PELT Pelletier Mfg., Inc.
PHXT Phoenix Trailers
PRIT Prime Timong mfg.
RDBT R&D Baker Trailers, LLC
RJTL R&J Trailers Company
RSCT R&S Custom Trailers, inc.
RCKC Rocking Chair Mfg.
RGUE Rogue Industries, Inc.
ROLG Rolligon-NV LP
RPTL RP Trailers, LLC
SBTI S&B Trailers, Inc.

SHTE Shortstop Enterprises, Inc.
SLAK Slack's Trailers
SFWL Southern Field Welding
STAH Stahl A Scorr Fetzer Co.
STMG Star Mfg.
STLC Stelco Fabrications Co.
StRP Streamline Precision
SNCT Sun Country Trailers
SUNP Sunset Park & RV, inc.
SUMA Supreme Mid-Atlantic Corp.
TWOT280 Trailers, LLC
TECL Techline Engineering
TETC Teenee Trailer Company
TMPA Temp-Air, Inc.
TXNX Tex-Nex Trailers
TTDT Timeless Teardrop Trailers
TTDT Robert L. Barr Ent., Inc.
TMMY Tommy's Trailer Sales
TRLD Trail Dust Trailers
TFFB Tuff Boy, Inc.
UNHY United Hydraulics, LLC
VALG Valley Engineering, Inc.
WAGS Wags Unique Motorcycle Trailers
WRRN Warren Equipment, Inc.
WDPP Werner Doppstadt
WLST Wilson Trailer sales, Inc.
WWTR Worldwide Trailer Mfg., Inc.
WYLS Wylie Mfg.
WYLS Wylie & Son., Inc.
XTFF Xtra Tuff Trailers

Trucks

AZUR Azure Dynamics
BHWSBH Workman & sons, Inc.
BHWS Workman and Sons, Inc.
BOYE Boyesen, Inc.
BRNC The Braun Corporation

DYNV Dyna-Vac Equip., inc.	GreenTech Automotive (GRET)
DYNV Jet-N-Vac	MYC My car
ELDN El Dorado National	
GSEQ General Safety Equip. Corp.	Hyundai (HYUN)
BRLC J.G. Brill Co.	VEL Veloster
JMAC Jomac	
LDVI Lynch Diversified Vehicles	Lamborghini (LAMO)
MAGY Magna Steyr	AVT Aventador
MICB Micro Bird, Inc.	
NANJ Nanjing Automobile Grp., Corp.	Lancia (LNCI)
NWRI NEWRI	LC3 300C
NWRI Nanyang Environment and Water Research Institute	RT5 RT53
STCB Starcraft Bus	
THMC THOR Motor Coach, Inc.	Lexus (LEXS)
	LFA LFA
<u>New Vehicle Model Codes</u>	Lotus (LOTU)
BME (BMW)	2EL 2 Eleven
X1 X1	
Buick (BUIC)	Mazda (MAZD)
VER Verano	MZ2 Mazda
Chevrolet (CHEV)	Nissan (NISS)
CHY Sheyenne	LEF Leaf
ORL Orlando	
SON Sonic	Opel (OPEL)
	AMP Ampera
Chrysler (CHRY)	Rolls-Royce (ROL)
200 200	GHO Ghost
Ferrari (FERR)	Scion (SCIO)
458 458 Italia	IQ iQ
Fiat (FIAT)	Think North America, Inc (THNK)
FRE Freemont	CTY City
500 500	

Vehicle Production Group, LLC (VHPG)

MV1 MV-1

New Miscellaneous Identifying Number (MNU)
Codes

FN Fingerprint Identification Number



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Check the CIB website for additional data at: www.doj.state.wi.us/dles/cib